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Initial Registration Checklist

This checklist may assist you in completing initial registration and prevent delay in processing your submission.

- ☐ Contact information for organization (i.e., name, address, e-mail address).
- ☐ A copy of the organization's founding document, as follows:
 - Corporations** - Articles of incorporation and all amendments. If incorporated outside California, enter the date the corporation qualified through the Secretary of State's Office to conduct activities in California.
 - Associations** - Instrument creating the organization (constitution or articles of association).
 - Trusts** - Trust instrument or will and decree of final distribution.
- ☐ A copy of the organization's bylaws.
- ☐ A complete listing of the names and addresses for all directors, officers, and trustees.
- ☐ The organization's annual accounting period.
- ☐ Statement of activities in California and date commenced business in California.
- ☐ A copy of the IRS determination letter. If the IRS has not yet granted the organization its tax exemption, please indicate the FEIN for the entity and when the organization applied to the IRS for tax exempt status.
- ☐ Attach \$25.00 initial registration fee. Make check payable to Department of Justice.

The RRF-1 may be required at this time. Please review the filing requirements on the Attorney General's website at <http://ag.ca.gov/charities>.